



**Human Services Program Coordinator  
Program Administration Specialist II (# EM014)**

**Richmond, VA**

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for the EMS Systems Planner position.

**Responsibilities:**

This position provides support, in a staff capacity, by focusing on intermediate term program issues with agency wide application. Characteristic duties include: program development, planning, monitoring, analysis, grants management, recommending policies and procedures, program research, and evaluating changes in rules, regulations and legislative proposals for impact on service delivery. Thorough knowledge of program management, analytical principles and service integration is necessary. Responsibilities are carried out independently based on an outline or work plan developed by or approved by the supervisor.

**Skills/Experience:**

Considerable knowledge of VA EMS system and resources available from local, state and federal agencies and organizations. Extensive knowledge of the activities, roles, and responsibilities of local emergency medical services agencies. Excellent skills in managing, organizing, prioritizing and delegating tasks and responsibilities; excellent oral and written communications skills; excellent interpersonal skills and familiarity with word processing equipment. Demonstrated leadership skills and abilities. Ability to work independently and in a team environment; ability to plan, organize, negotiate, implement, evaluate and monitor performance based contracts and projects, seminars, and educational programs. Ability to compile and analyze statistical data.

**Education:**

Virginia Emergency Medical Technician - Basic or higher level certification preferred. Considerable experience managing volunteer and/or career EMS agencies preferred. Previous experience in providing technical assistance programs is preferred. Graduate from an accredited college or university with major course work in EMS Management, Business Administration, Healthcare Administration, or other management discipline desired; masters degree preferred; or, a combination of training and experience indicating possession of knowledge, skills & abilities to perform the functions.

**Salary:**

Starting pay range \$37,869 to negotiable.

**How to Apply:**

A pre-appointment criminal record check and a background investigation are required. Apply on line at: [www.jobs.virginia.gov](http://www.jobs.virginia.gov) and complete a state application not later than July 21, 2006.

An **EQUAL OPPORTUNITY EMPLOYER**